



Maintenance Request

Tenant Name: _____ Date: _____

Main

Address: _____ Phone: _____ Alt Phone: _____

***Please remember that you may be held responsible for damage caused by you or your guests.
This includes clogged drains & toilets.***

Maintenance Request (Please be specific)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Schedule Repair *(Choose an option)*

Enter any time _____ Call me before entering. I can be reached at # _____.

I wish to be present. I'm available on (date) _____ at (time) _____.

Please note that if you miss a scheduled appointment time a new appointment time is required for us to complete repairs. Two missed appointments authorizes NeighborWorks staff to enter to make necessary repairs at our convenience.

For office use only

Responsible Technician: _____

Date Assigned: _____

Subcontractor #1: _____

Date Contracted: _____

Subcontractor #2: _____

Date Contracted: _____

Completed items (Check individual item when completed)

1. ____ 2. ____ 3. ____ 4. ____ 5. ____ 6. ____ 7. ____ 8. ____

Technician Signature: _____ Date all items completed: _____